

ANNOUNCING!! 2007 SATERN ENHANCEMENTS

NF-1735 “Copy” Functionality

You can now create a copy of an External Training Request Form (NF-1735) that you previously submitted in SATERN. This great timesaver will allow you to use the **Copy Request** button instead of re-entering similar information for a new external training request.

Streamlined Approval Process for NF-1735 (4-Step) reduced from 7-Steps

After submission of your NF-1735, the following entities will need to approve your external training request:

- 1: Supervisor
- 2: Training Coordinator
- 3: Training Office
- 4: NSSC

An email notification will be sent at each step in the approval chain. Be aware of the ongoing status of your request to ensure timely action.

EXTERNAL TRAINING REQUEST PROCESS/INSTRUCTIONS

What are the Steps to Completing the NF-1735?

Step 1: Verify Your Approver:

Verifying that your approver is correct prior to beginning a NF-1735 prevents problems in the request process. If your approver is incorrect, you will be required to withdraw the NF-1735 & re-submit your request with the correct advisor.

- SATERN website: <https://satern.nasa.gov>.
- Enter **User Name** and **Password**, and click **Login**.
- Select **Learning** from the main menu, and **Profile** from the submenu.
- Scroll Down to verify **Supervisor**.
- If incorrect, use **Select Arrow** to locate correct Supervisor.
- Click **Select** and **Apply Changes**.

Step 2: Access/Complete the NF-1735 Form

- On the SATERN home page, Select **Learning** from the main menu.
- Select **External Training Requests** from the submenu.
- Click **New External Request**.
- Fill out the NF-1735.
- Enter the relevant data in each field – See specific directions on this page. (Some fields will be pre-populated with information about you from your Profile and most fields are mandatory.)
- Click **Submit**.

Step 3: Check Your Status

- Select **Learning** from the main menu.
- Select **External Training Requests** from the submenu.
- Click on the **Request ID** of the training request you wish to view.
- Scroll down to view the status of each approval.
- Upon final approval, the external training request will be added to your Learning Plan.

How do I Complete Section B of the NF-1735?

- ***Block 1-6b:** Pre-populated by SATERN.
- ***Block 7:** Name and Mailing Address of Training Vendor including Street, City, State, Zip Code, Phone Number, Fax Number, and E-mail Address, if available. — Freeform fields. Contact the vendor to obtain this information if it is not identified on any background material.
- ***Block 7a.** Location of Training Site — If same as block 7, check the box.
- ***Block 8:** Course Title — Enter the exact title from the course materials. **Spell out acronyms!**
- ***Block 9:** Course Objectives — Self-explanatory.

- ***Block 10:** Course Description — Self-explanatory.
- ***Block 11:** Justification — Indicate how the training aligns with your professional needs and the needs of your office/organization. Justification can not be to obtain a degree.

- ***Block 12:** Related Competencies (Primary) — Identify at a minimum the primary competency that the course conveys. You may select up to 4 other competencies that the course provides. View the Workforce Competency Dictionary at <https://cmstool.nasa.gov/dictionary.htm>.

- Block 13:** Vendor Catalog/Course Number — Enter the vendor number/identifier or college/university number assigned to a course, if available.

- ***Block 14:** Training Period — Indicate the date (dd/mm/yy) the training will start and end. Use the calendar picker icon to choose the dates.

- ***Block 15:** Number of Course Hours — Indicate the number of hours (duty or non-duty) during which training will occur.

- Block 16:** Requesting reasonable accommodations to participate in this course? — (i.e. A physical disability need.) If the answer is yes, use drop down menu to identify need.

- ***Block 17:** Credit Hours — For an academic course, indicate the number of total credit hours to be earned. If none, enter “0.”

- ***Block 18a-c:** Estimated Cost (Direct) — Self-explanatory. (Tuition/Conference/Course Fee: All are considered the same.)

- ***Block 19a-c:** Estimated Cost (Indirect) — Indicate all related travel costs. (OPM requirement.).

***Comments**

- Provide vendor registration web address.
- Provide registration or other important information.

How Do I Receive Training Credit?

After you have attended training, NASA Shared Services Center (NSSC) will forward you an email.

- Click on the link and complete the survey questions.
- Click **Submit** and NSSC will record the external training into your SATERN Learning History.

What if I Forgot my Password?

- On the Login Screen, Select **Click Here** under the appropriate section.
- Enter your **User Name** and Click **Submit**.
- If your account has been locked due to 3 failed login attempts, contact the **SATERN Help Desk at 1-877-NSSC-123** to reset your password.

How do I Change my Password?

- Select **Personal** from the Main Menu and **Profile** from the submenu.
- Under **Employment & Account Information**, scroll down and Click on the **Password** field.
- Enter your old and new and Click **Apply Changes**.

How do I Launch Online Content from my Learning Plan?

- Select **Learning** from the Main Menu.
- From your Learning Plan, Click **Launch Content** in the Action column.
- The Online Content Structure screen will appear.
- In the Online Content table, Click **Course Title** to launch the course. (Note: You may need to maximize the window to view the material.)
- After completing the course, Click **Return to Content Structure**.
- Click **Learning History** to see your status and print a Completion Certificate.

What does my MSFC Training Coordinator do for me?

- Ensures that all required training information is included and correct on your submitted NASA Form 1735
- Determines if pending requests require training funds
- Approves/Denies your request in SATERN

MSFC Training Coordinators by Organization

AS – Belinda Bishop	(4-3988)
CS – Amanda Bryan	(4-6152)
Samantha Beyer	(4-5663)
DA/DD/DE–Peggy Geddings	(4-0648)
AnneMarie Hall	(4-1920)
ED01-ED04 – Sherry Erskine	(5-0012)
EI– Donna Hardage	(4-2342)
Kimberly Bailey;	(4-1045)
EM – Tenina Bili	(4-4120)
Carlla Hooper	(4-2614)
EO – Alice Dorries	(4-4350)
Adonna Mitchell	(4-6736)
ER – Diana Nelms	(4-8601)
Shirley Novy Shue	(4-0409)
ET – Renee Wilson	(4-7176)
Lisa Luna	(4-3389)
EV – Linda Dunivant	(4-7321)
Sharon Evans	(4-6711)
HS – Sheila McDonald	(4-6773)
IS – Paula Carden	(4-5532)
JP – Jill Holland	(4-0495)
LS – Tammy Knight	(4-0011)
MP–Stephanie Lacy-Conerly	(4-0940)
OS – Phyllis Olinger	(4-0022)
PS – Paige Narrell	(4-8048)
QD – Sandy Such	(4-1928)
RS – Cynthia Vemmer	(4-3250)
VP – Lisa Messer	(4-8989)



Working with SATERN

- **What's New?**
- **Why & How do I Verify my Approver?**
- **How to Complete an External Training Request Form 1735?**
- **How Do I Receive Training Credit?**
- **How Do I Launch Online Content?**
- **Who is my MSFC Training Coordinator?**

SATERN Contacts:

Login: <https://satern.nasa.gov>

Help Desk: 1-877-NSSC-123

E-mail: NASA-satern.support@nasa.gov